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MINISTRY OF HOME AFFAIRS

NOTIFICATION

New Delhi, the 22nd November 1962

THE CIVIL DEFENCE SERVICE RULES, 1962

G.S.R. 1592.—In exercise of the powers conferred by section 12 of the Defence of India Ordinance, 1962 (4 of 1962), the Central Government hereby makes the following rules, namely:—

1. **Short title.**—These rules may be called the “Civil Defence Service Rules, 1962”.

2. **Definitions.**—In these rules, unless the context otherwise requires,—

- (i) “Director” means the person appointed to command a Civil Defence Service under sub-section (1) of section 7 of the Defence of India Ordinance, 1962;
- (ii) “competent authority” means the State Government or any person appointed by the State Government to exercise the powers of a competent authority under any provision of these rules;
- (iii) “Form” means a Form appended to these rules;
- (iv) “Service” means the Civil Defence Service of a State.

3. **Eligibility.**—(1) A person who intends to apply for appointment to a Civil Defence Service must fulfil the following conditions:—

- (a) he shall be a citizen of India, or a subject of Sikkim or of Nepal;
- (b) he shall have completed the age of 18 years, provided that this age-limit may be relaxed in the discretion of the competent authority upto a maximum of 3 years for any branch or category of the Service;
- (c) he shall have passed at least the primary standard, that is to say, the fourth class; and this condition may be relaxed by the Director in his discretion.

(2) Both men and women will be eligible for appointment to the Service.

(3) A person shall not be entitled to be appointed to the Service unless he is found to be physically fit and mentally alert.

(4) Any service in the National Volunteer Force and in the Armed Forces of the Union shall be a special qualification.

4. Manner of application.—(1) Every person eligible for appointment under rule 3 shall be required to apply in Form 'A' and also present himself for interview before the competent authority.

(2) Every candidate shall be required to produce a certificate from his employer agreeing to spare his service for training and duty, when so required.

(3) The Director ordinarily shall have a Selection Committee for advising him in the selection of candidates.

(4) All candidates shall be required to undergo training and pass examinations prescribed by the competent authority.

5. Enrolment.—(1) A candidate who has been accepted for appointment to the Service shall be formally enrolled in such manner as the Director may, by order, determine and at the time of enrolment shall make an oath or affirmation according to Form 'B' before such officer as the Director may, by order, appoint.

(2) Members of the following forces or services are not ordinarily eligible for enrolment in a Civil Defence Service:—

- (i) Armed Forces of the Union;
- (ii) Police Force;
- (iii) Fire Services;
- (iv) Territorial Army or Auxiliary Forces of any of the Defence Services;
- (v) Civilian personnel employed in connection with the Armed Forces of the Union, to whom section 4 of the Defence of India Ordinance, 1962, is applicable.

(3) This rule shall not apply to Government servants who are specifically deputed for whole-time or part-time civil defence duties by the Heads of organisations or services concerned.

6. Organisation.—(1) The Director may divide the Service into branches and appoint a person (hereinafter called the Officer Commanding) to command each such branch.

(2) The duties of the Officer Commanding shall be such as the Director may by order prescribe from time to time.

(3) The Director may appoint a Deputy to assist any Officer Commanding.

(4) The Director shall appoint all other staff required to man the Service and may delegate such powers of appointment to any Officer Commanding.

(5) The Director or the competent authority may allot members of the Service to such branches.

7. Membership Certificate.—Every person appointed to be a member of the Service shall be given a certificate of membership in Form 'C'. A person losing his certificate shall report its loss forthwith to his immediate superior officer, who shall make necessary enquiries and, after satisfying himself, may arrange to issue a duplicate certificate.

8. Conditions of service.—(1) The members of the Service shall ordinarily serve in a voluntary and honorary capacity:

Provided that the State Government may, by order, authorise payment of duty allowance not exceeding two rupees and fifty naya paise per day to a member of the Service when called on duty.

(2) Notwithstanding anything contained in sub-rule (1), the Central Government may declare any appointment or class of appointments as paid appointments. A person appointed on the basis of payment shall be entitled to such conditions of service as regards pay, leave and other benefits as the State Government may, by order, prescribe.

9. Duty.—Members of the Service may be called on duty:—

- (i) for training;
- (ii) to perform the duties assigned to them by order under these rules, or under any other law for the time being in force, for the protection of persons and property against hostile attack.

10. Discipline.—(1) While undergoing training or on duty, no member of the Service shall absent himself from any lecture, practice or exercise or any other training course, except with the specific permission of the Officer Commanding or other superior officer.

(2) All members of the Service when on duty shall be treated as public servants within the meaning of section 21 of the Indian Penal Code.

(3) Every member of the Service shall conform to the following regulations:—

(i) He shall notify the Director through the Officer Commanding any change in his permanent address or place of employment.

(ii) He shall not communicate with the press or any political organisation or body in regard to any matter connected with his duties under the Civil Defence Service except with the permission of the Director.

(iii) He shall treat as strictly confidential all reports (or copies thereof) coming within his cognisance or knowledge in the course of his employment as a member of the Service.

11. Uniform & Accoutrement.—(1) A member of the Service shall, when on duty, wear such uniform and badges of rank and carry such equipment as may be prescribed by the Director. The cost of such uniform and equipment will be borne by the Government. In addition, each member shall be granted a washing allowance of one rupee per mensem.

(2) On termination of his services, he shall immediately return to the Officer Commanding his membership certificate and the uniform and equipment supplied to him, and obtain a receipt for the articles returned. If a member fails to return any item issued to him, the cost thereof shall be assessed by the Director and recovered from him.

12. Loss of property of Civil Defence Service.—Members of the Service shall be responsible for making good any pecuniary loss caused to the Government by misuse or negligence while in charge of any property, including equipment entrusted to them for Civil Defence work.

13. Compensation.—If a member of the Service suffers any damage to his person or property, while under training or on duty, he shall be paid such compensation as may be determined by the competent authority, provided that such damage is not caused by his own negligence or wilful Act or omission in contravention of any of the provisions of the Defence of India Ordinance, 1962 or rules made thereunder, or orders or directions issued by his superior officer.

14. Service Records.—A record of Service in respect of every member of the Service shall be maintained in Form 'D'.

15. Discharge.—(1) A member of the Service shall be liable to be removed from the Service—

(a) on medical grounds;

(b) on conviction for any offence involving moral turpitude;

(c) for making a false declaration for the purpose of securing enrolment in the Civil Defence Service;

(2) A member of the Service shall be liable to be discharged when his services are no longer required.

16. **Resignation.**—Any member of the Service, who desires to leave the Service, shall submit his resignation in writing to his immediate superior officer giving at least two weeks' notice.

17. **Attempts, etc., to contravene the rules.**—Any member of the Service who contravenes or attempts to contravene, or abets or attempts to abet the contravention of, any of the provisions of these rules or of any order issued thereunder, or attempts to screen from punishment any person contravening any of these rules, shall render himself liable for arrest and shall on conviction by a competent Court be punishable with fine which may extend to five hundred rupees.

18. **Recovery as arrear of land revenue.**—If a member of the Service fails to pay the cost of the uniform assessed by the Director, or make good any pecuniary loss caused to Government by misuse or negligence, the cost of the uniform or the amount of the loss shall be recoverable from him as an arrear of land revenue.

19. **Obstructing lawful authorities.**—If any person voluntarily obstructs, or offers any resistance to, or impedes or otherwise interferes with—

- (a) any member of the Service acting in the course of his duty as such,
or
- (b) any authority, officer or person exercising any powers, or performing any duties, conferred or imposed upon it or him by or in pursuance of these rules, or otherwise discharging any lawful functions in connection with civil defence, or
- (c) any person who is carrying out the orders of any such authority, officer or person as aforesaid or who is otherwise acting in accordance with his duty in pursuance of these rules,

he shall be punishable with fine which may extend to five hundred rupees.

20. **Powers of competent authority as regards preventing the contravention of rules, etc.**—The competent authority may take, or cause to be taken, such steps and use, or cause to be used, such force as may, in the opinion of such authority, be reasonably necessary for preventing the contravention of, or securing the observance of, these rules or any order issued thereunder.

APPENDIX

FORM—'A'

[See Rule 4(1)]

Application for enrolment as a member of the Civil Defence Service.

1. Name in full (in Block letters).
2. Father's/husband's name.
3. Date of birth.
4. Nationality.
5. Permanent address.

6. Occupation and present address.
7. Name and address of present employer.
8. Educational qualifications.
9. Languages known (to read/write/speak).
10. Are you a member of the following:—
 - (i) Defence Forces (Army/Navy/Air Force) or any of their reserves;
 - (ii) Territorial Army or any other auxiliary force of Defence Services;
 - (iii) Civilian cadre of Armed Forces of the Union, subject to Naval, Army or Air Force law, other than 'Casual Employees';
 - (iv) Police Service;
 - (v) Fire Service.
11. Are you an ex-service person; if so, give particulars.
12. Do you belong to the National Volunteer Force; if so, give particulars.
13. Have you any previous experience in Civil Defence Service? If so, give particulars, including date.
14. Have you any preference for any particular section of Civil Defence Services? If so, state the section.
15. Have you any special qualifications for enrolment in the section chosen by you? If so, give details.
16. In case of preference for service in Mobile Columns or Ambulance trains, are you prepared to serve anywhere in India, should an emergency arise?
17. For how many hours and on what days of the week will you be available for Civil Defence Duty (for part-time volunteers only).
18. Do you have any conveyance (bicycle, motor car, motor cycle, etc.).
19. Are you suffering from any communicable disease; if so, give particulars.
20. Did you have small pox? If so, when.
21. Have you been vaccinated? If so, when.
22. Have you been inoculated for cholera/typhoid/T.B. etc.? If so, when.
23. Do you know First Aid/Motor Driving?
24. Signature of applicant.

DECLARATION

I have read the "Civil Defence Service Rules, 1962".

2. As far as I know, I am physically fit to render efficient service as a member of the Service.

3. If my application is accepted, I am prepared to serve as a whole-time/part-time member of the Service i.e., to undergo the appropriate training and, in the event of an emergency occurring whilst I remain a member of the Service, to carry out my obligations as a member thereof.

4. I undertake—

- (i) to carry out my duties in the Civil Defence Service in accordance with the instructions and orders issued by the authorities concerned;
- (ii) to return, when I cease to be a member of the Service, any articles of uniform, badge or other personal equipment issued to me; and
- (iii) to abide by the rules of the Services.

Place

Signature of
the applicant

Date.

.....

This form duly completed should be submitted to:—

Name & address of Enrolling Authority

FOR OFFICIAL USE

Recommendations of the head of Service/Staff
Officer concerned

Admitted to (Service, etc.) and allotted to
(Post No. etc.) _____

Signature.....

Signature

Designation

Designation

Date

Date

FORM—B

FORM OF OATH

[See Rule 5]

I,, *son/daughter/wife of swear/
solemnly affirm that I will be faithful and bear true allegiance to India and to
the Constitution of India as by law established, and that I will loyally carry out
the duties entrusted to me. (So help me God*).

(*To be Deleted as Necessary)

Serial No.....

FORM—C

[See Rule 7]

MEMBERSHIP CERTIFICATE

Government of (name of States).

Civil Defence Service

1. Name in full.
2. Nationality.
3. Age.
4. Father's/husband's name.
5. Identification marks.
6. Permanent Address.
7. Name of Civil Defence Service in which employed.
8. Assignment.
9. Name and address of next of kin.
10. Signature/thumb (Left Hand) impression of the worker.

Date of Issue.

Office Stamp of
Issuing AuthoritySignature and Designation
of Issuing Authority.

FORM—'D'

(See rule 14)

GOVERNMENT
Civil Defence
RECORD OF

1. Name
2. Father's/husband's name
3. Nationality
4. Date of birth/age
5. Identification marks

Signature of Civil Defence Director or any

Particulars of C. D. Service/Training etc.

Name of Service	Assignment	Identity Card No	From	To	Scale	Pay	Allow- ances	Total	Reasons for termina- tion of assignment e.g. transfer etc.
1	2	3	4	5	6	7	8	9	10

- N.B.—(a) A record in the proforma should be maintained in respect of all C. D. personnel;
- (b) Particulars in col. (1) to (10) should be filled in as and when they occur, and attested.
- (c) This record should be kept in the custody of a responsible officer, not below the rank of head of service.

OF _____ (name of State)
 Service.
 SERVICE.

6. Permanent address.
7. Particulars of post held under Government, etc.
8. Name & address of employer.
9. Name and address of next of kin
10. Signature/thumb impression.

other officer duly authorised.

Leave taken			Personal equipment, uniform and accoutrement.		Signature of C. D. workers	Signature of head of C.D. Service'	Remarks
Nature of leave	Period		Items issued and date of issue.	Items returned and date of return			
	From	To					
11	12	13	14	15	16	17	18

items 1 to 10 at the top should be filled in at the time of enrolment.

rank of head of service.

[No. F. 12/1/62-ER.III.]
 FATEH SINGH, Jt. Secy.

